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10 August 1964

MEMORANDUM FOR: Executive Director

VIA:

SUBJECT: Working Conference with ISD

1. This memorandum is for your information.

2. During the week of 3 August Miss Jaffe from ISD visited the Agency working with [redacted] and others with regard to ongoing developments on which ISD advice is necessary and consultation in connection with planning, particularly including executive furniture and design of executive areas (offices of the DDCI, DDS&T, and Mr. John Clark).

3. On the afternoon of 5 August during this visit, a conference was held in my office with Miss Jaffe and also with Messrs. [redacted] from Logistics and [redacted] of your office. This was an extremely useful session in which the status of planning on various problems was reviewed and details agreed upon.

4. Of particular interest is the fact that we do expect to have the end of the month specific recommendations for a schedule of executive furniture as well as the plans for the special area indicated so that we may proceed systematically on this particular problem. We expect to have recommendations for your approval at that time.

[redacted]
Chairman
Fine Arts Commission

cc:

[redacted]
FAC
Chairman, FAC

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